INTERVIEW PROTOCOL




OPPORTUNITY

Physical Appearance



Physical Appearance

- Decent Dressing
- Trimmed hair & nail
- Polished shoe
- Positive attitude
- Eye contact

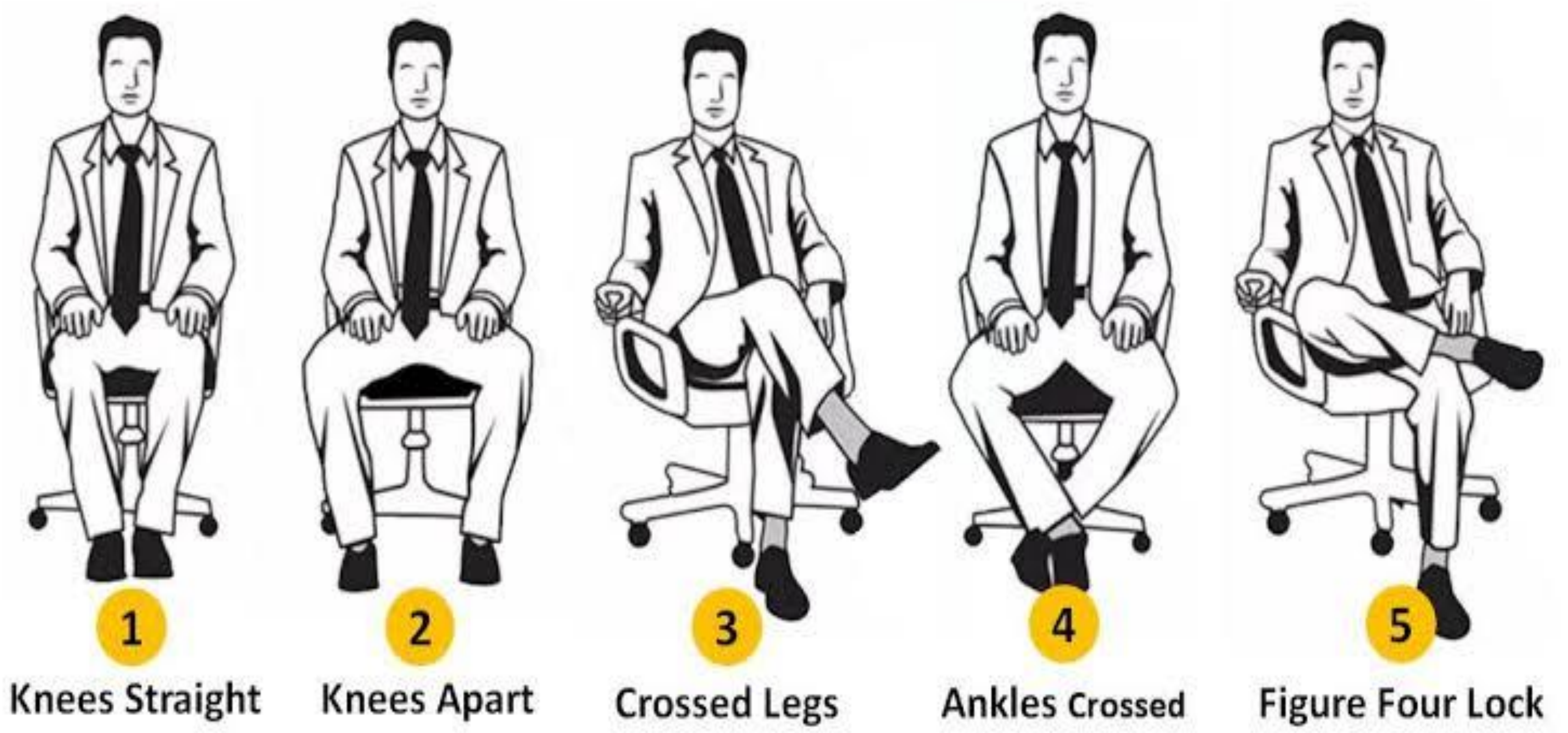

INTERVIEW
ROOM

you enter the room

- **1. Do not take a seat until you are offered one.**

  2. Do not lean back as it indicates boredom or arrogance. Leaning forward can be a sign of aggression, so sit straight, feet on ground.

  3. Do not cross your legs since you could be seen as being unsure. Don't sit with one leg bent backwards, which shows impatience or nervousness.


1
Knees Straight
2
Knees Apart
3
Crossed Legs
4
Ankles Crossed
5
Figure Four Lock

Interview Panel (3-4 persons)



1. **Chairmain of panel**
2. **Academics Person**
3. **Department representative**
4. **Retired Field person**

Eye contact



- **Good eye contact during an interview can show you are interested in what the interview is saying.**
- **A lack of eye contact is often seen as disrespectful and can make you look like you're not paying total attention – which means you're not really that interested in the job.**
- **Shows your respect for the interviewer**
- **Indicates that you're a good listener**
- **Demonstrates your confidence**

- **Divide the amount of eye contact given to multiple interviewers.**
- **If you're speaking to multiple interviewers, divide the amount of eye contact you give so they feel equally included in the conversation. Practice with two people to get more experience with directing eye contact with each person.**


Listen



- listen to the questions and think before you begin your answers.
- ask the interviewer to repeat or explain further if you do not understand a question.

Control your hands



- **1. Never grip your hands tightly, keep them on your lap or knees.**

  2. Don't cross arms as it indicates defensiveness or disagreement.

  3. Tapping your fingers is another no-no. It shows impatience and nervousness.

  4. If you press the fingertips of your hands together to form a church steeple, it suggests confidence

Interview parts

1. General knowledge and personality assessment

2. Post related or Subject Related

General knowledge and personality assessment



Personality assessment



Introduce yourself



The secret is using a simple framework:

- **Present**
- **Past**
- **Future.**

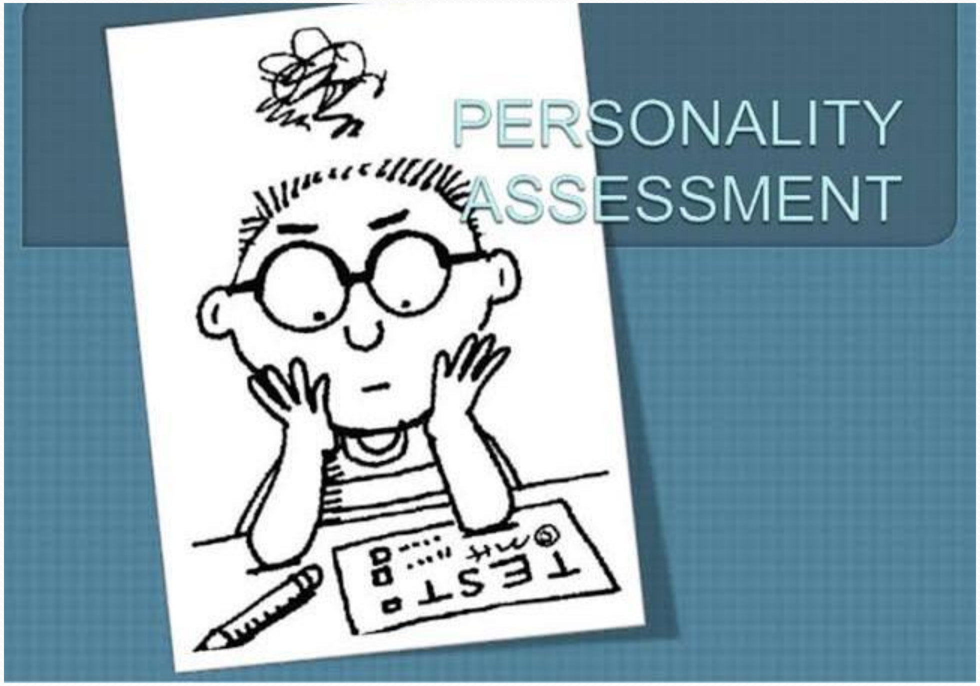
What are your strengths?

List of Strengths for Job Interviews

1. Flexibility
2. Dedication
3. Positive Attitude
4. Creativity
5. Leadership
6. Determination
7. A Hard Skill
8. Organization
9. Empathy
10. Learning



What Are Your Weaknesses?



What do you know about the department?



Why Do You Want to Work Here?

Why do you want to work here?

Be sure to have one of the following inside the interview answer:

The company's goals.

The company's mission.

The company's reputation.

What Are Your Goals?



Portions to Focus

Pakistan affairs
Current affairs
Islamic studies


THANK YOU